Upon termination of employment, engagement or assignment, all individuals must receive a formal debriefing. The security screening certificate and briefing form (TBS/SCT 330-47) is used to record that termination procedures have been completed.

Reliability status: Protected A, B, or C information, assets or work sites - (simple) 7 business days - (complex) 120 business days

Complete the form:
Personnel screening, consent and authorization form (TBS/SCT 330-23E)

Security clearance: Confidential, Secret, Top Secret, North Atlantic Treaty Organization (NATO) information, assets or worksites.

Classified security clearance request 75 business days

Complete the forms:
Personnel screening, consent and authorization form (TBS/SCT 330-23E)
Security clearance form (TBS/SCT 330-60E)

Process times are based on complete and accurate forms.

Transfers and duplicates
If an employee already holds a screening with another government department or private sector company you can simply transfer that screening to your organization.

A clearance may be duplicated when the employee holds a valid clearance with one or more private sector organizations registered in the PSPC Contract Security Program (CSP).

Please note that fingerprints and credit checks are required for all new, update and upgrade personnel screening applications.

At least one alternate company security officer (ACSO) must be appointed at the facility of the organization where the company security officer (CSO) is located.

At least 2 security officers must be appointed at each additional facility of the organization with document safeguarding capability (DSC).

Prior to departure, a CSO must ensure a new CSO is cleared, appointed and trained.

The Public Services and Procurement Canada security agreement contains the terms and conditions that the organization agreed to comply with at all times during the contract.

At least 2 security officers must be appointed at each additional facility of the organization with document safeguarding capability (DSC).

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